

TENNESSEE VALLEY AUTHORITY

CENTRAL IN-PROCESSING AND TRAINING CENTER

WE ARE LOCATED AT:

29199 US HWY 72, HOLLYWOOD, AL 35752

GPS coordinates 34°43'03.6"N 85°57'32.6"W

OUR CONTACT NUMBERS ARE:

877-709-4473 OR 256-574-7399

SCHEDULING 256-574-7403

PHQ 256-574-7405

TRAINING 256-574-7388

BE SURE TO OBEY ALL SAFETY AND BUILDING POSTINGS WHILE ON THE PROPERTY

IDENTIFICATION

- **PHOTO IDENTIFICATION** in the form of a valid state or federal government issued identification.
- Check with your employer to see if they will require you to bring additional paperwork such as social security card or birth certificate, OSHA 10 card, Journeyman card, IBEW ticket, DOT card, and scaffold card.

PHQ /SECURITY SCREENING PACKET INFORMATION

If the applicants have not held unescorted access at a US nuclear site within the past 30 days they are expected to complete the online Personal History Questionnaire (PHQ) prior to their arrival at CIP.

Please visit <https://conhire.tva.com> to complete.

- **WORK HISTORY** either 1) past five years or 2) since you last held unescorted access.
- **EDUCATION** official college and high school transcripts if college or high school was your primary activity and was attended in the last five years.
- **MILITARY SERVICE** DD214 Member four version if military service was your primary activity and your service falls within the last three years.
- **CREDIT HISTORY** any paperwork related to a known federal or state tax lien.
- **CRIMINAL HISTORY** any paperwork related to an open or dismissed misdemeanor or felony charge and any court order activities resulting from an open or dismissed misdemeanor or felony charge that has occurred.

COMPUTER BASED TRAINING

- You may take notes while in the study portion of the computer, but you may not refer to notes during the exam portion of any testing.
- Please be sure that you silence your cell phones while in the computer labs and keep them put away and powered off during the exam portion of any testing.
- After the completion of the test attempted, you must raise your flag to have the proctor sign off on your exam results.

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RESPIRATOR TRAINING

- If your job requires you to wear a respirator, you will be required to be clean shaven for mask fitting.

MEDICAL EXAMS

- If your job requires you to have a medical exam for respirator, operator, security officer, driver, etc. please bring any support documentation for a medical condition
- Blood pressure must be under control - We recommend you don't smoke or drink caffeinated/energy drinks prior to arrival.

DRESS CODE

- Please note that acceptable attire is business casual or work ready. **For safety purposes, shorts, tank tops, open-toed shoes, and heels higher than 1 inch are prohibited and applicant will not be able to process until they are in acceptable attire.**
- If your job will require steel or composite toed work boots, you will need to bring them with you since some maintenance training classes require you to wear them.

TOBACCO-FREE FACILITY

- TVA Central In-Processing Center is a 100% tobacco free facility. This includes cigarettes, electronic cigarettes, and chewing tobacco. Smoking/chewing activities must be 50 feet from any exterior door. Receptacles are provided, please be sure to use them.

MEALS/BREAKS/SNACKS

- A 1/2 hour lunch period is taken at the convenience of the applicant not to interfere with scheduled classes. There are facilities nearby and we typically have a on-site supplier during outage peaks.
- We have beverage and snack vending machines on site but choices are limited. Beverages and snacks are allowed in most areas not to distract from the training or activity.

WHEN YOU ARRIVE

- Enter the building's main entrance (under the awning). There will be a staff member in the lobby to greet you and give you any necessary information. If there is no staff member, please go to the scheduling office for further instructions.

BEFORE YOU LEAVE

- At the end of each day, or when you have completed all of your scheduled activities, please report to 2nd floor staging area (during outage) and 1st floor scheduling office (during non-outage) and turn in your folder so we can properly prepare for your next day.